



## Employee Self Service: Request to Cover

This job aid for employees explains how to submit and respond to Requests to Cover.

### About the Request to Cover Feature

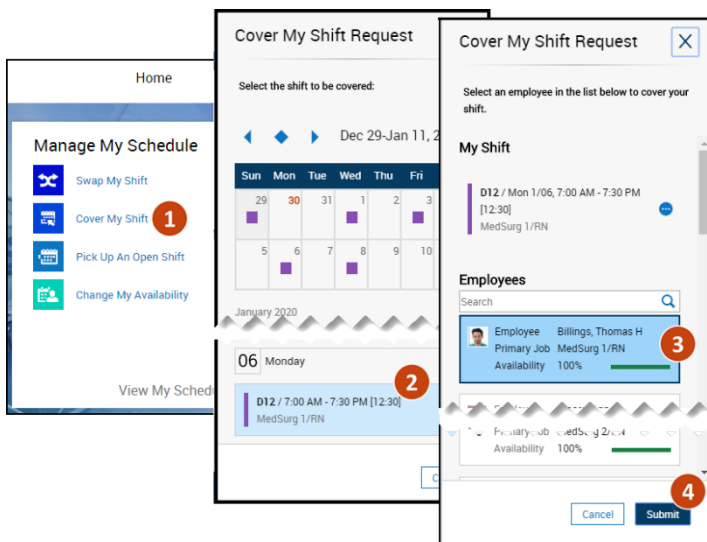
If employees find they cannot work a scheduled shift, the Request to Cover feature provides them with an option to ask other qualified employees to take their shift.

### To request an employee to cover a shift using the Manage My Schedule tile

1. In the **Manage My Schedule** tile, click the **Cover My Shift** link. This action opens the Cover My Shift Request slider.
  - Alternatively, you can access your Schedule and select **Requests > Cover My Shift**.
2. On the slider, select the **shift** to be covered. This selection will display a list of qualifying employees (if any).
3. Select the **employee** you want to ask to cover the shift.

**Note:** You can use the **Search** field to locate a specific employee. You will see a message if that employee does not qualify to cover the shift.

4. Select **Submit**.



## To accept or reject a Request to Cover

1. Select the **alert** icon. (Alternatively, you can select the request on the Requests tab of the My Calendar view.)
  - Alternatively, you can select the request on the Requests tab of the My Calendar view.
2. If you are ready to respond to the request to cover the shift, select **Accept** or **Reject** from the slider.
3. Select the request to move to the Control Center to see more details.

